

ASSURING SCHOOL SUCCESS

PRE TEACH THE FOLLOWING:

- ◆ **Procedures when arriving to school**
 - **Students know to meet at a set location (gym, parish hall, cafeteria, classroom)**
 - **Students know that the teacher/aide is present to supervise**
- ◆ **Procedures when entering the classroom**
 - **Students know what to do when they arrive**
 - **Students know where to sit**
 - **Students, who have duties (passing out books, materials,) know where they are and what to do)**
- ◆ **Procedures as class begins and continues into a lesson**
 - **Students know when class begins (prayer, signal for attention)**
 - **Students know the procedures for listening in class, taking turns to speak, manners when students share their thoughts**
 - **Teacher establishes expectations (raise hand to speak, a nod of recognition to speak or another form of permission)**
 - **Students know teacher expectations when doing independent or group activity**
- ◆ **Procedures as class ends**
 - **Students know the routine of completing a lesson (students may be working on an activity and need to know if they are to complete it in the next class time or at home)**
 - **Students know how to assist in collecting materials and leaving the room in good condition**
- ◆ **Walking in halls and on stairwells**
 - **Students know how to walk in the hallway and on stairwells safely**

- ◆ **Church postures, responses, participation, genuflecting, greeting the Lord, taking care of misselettes, walking to and from Church**
 - **Students know the above behavior and have practiced this with the teacher at the beginning of the year, mid-year and at the end of the year**
- ◆ **Going to principal's office/ other classrooms**
 - **Students know to knock on the door, ask for the principal/teacher by name to deliver a message.**
 - **Student know what to do if the teacher in another classroom is needed in an emergency situation**
- ◆ **Correct restroom manners and getting drinks from the water fountain**
 - **Students know where the restroom is and understand the proper use of the restroom**
 - **Students know how to use the water fountain correctly**
- ◆ **Procedures when distributing and collecting materials in the classroom**
 - **Students know their duties in the classroom-be it passing out or collecting materials**
- ◆ **Respecting materials that are used in the classroom**
 - **Students know that the classroom, desks, books and materials are for their use and to be used properly**
- ◆ **Cafeteria manners: students know where their designated area is for lunch. They know how to receive their lunch in the lunch line and where to dispose of trash.**
- ◆ **Procedures for emergencies**
 - **Fire drill: students know what to do in case of a fire (exit door, where to assemble)**
 - **Tornado drill: students know where to go and what to do during a tornado drill**
 - **Other: students know in an emergency to follow the teacher direction**